OF 72-525 1

s/s

MINUTES

DD/S STAFF MEETING

1 February 1972

25X1A

2. <u>OS Computer Systems.</u> [   ] Chief, SR&CD/OS described   25X1A
some of the highlights of putting SR&CD computer systems into operation.
He described five systems: SANCA, SPECLE, SEADORS, CAPER, and the
1050 Telecommunications Link.

3. <u>Planning TDY Trips for Office Heads.</u> Mr. Wattles asked that the
DD/S be notified as far in advance as possible--hopefully at least 30 days--
of TDY trips by Office Heads or their Deputies. This lead time is desirable
for the routine notification to the Executive Director or the Director of the
travel. Mr. Wattles said that emergency exceptions to the 30-day guideline
would, of course, be honored. He asked that six month forecasts for foreign
travel not be relied on entirely as a mechanism for notifying the DD/S of intent
to travel. A separate communication stating purpose and itinerary would be
appreciated.

4. <u>Around the Table</u>

<u>Office of Personnel.</u> Mr. Fisher asked that employees be reminded to
take advantage of the Agency's good insurance programs. Again and again he
sees cases of employees who are not enrolled in life plans and should be. Mr.
Wattles confirmed and emphasized the need to persuade employees to take
advantage of our good programs.

<u>Office of Communications.</u> [   ] oted that a number of Commo Staff   25X1A
and Division Chiefs are TDY in the field. Another busy season for OC is beginning.

<u>Office of Training.</u> Mr. Cunningham noted that this running of the Mid-
career Course is off to an excellent start.